LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Cover Page
PAGE NO. IN LEC ANNUAL REPORT	1
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	From Identification and Ownership schedule.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	None. Print schedule only.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Schedule is all derived data. Status is Display Only.

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SCHEDULE NAME	General Rules for Reporting
PAGE NO. IN LEC ANNUAL REPORT	2
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONE
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	DISPLAY ONLY. Item number 8 of the General Rules for Reporting states: "Please report all dollar amounts to the nearest thousand dollars. (Example: $130,000 should be reported as $130.)" Item number 10 of the General Rules for Reporting states: "Wherever schedules call for data from the previous year and such data were reported in the previous annual report, the previous year's data should be reported without modification. If modified, an appropriate footnote indicator and explanation should be included in the current year's annual report." Although the Last Year and first-of-year (FOY) cells are open and available for entry in the program if the Protect Prior Year Cells option is not checked, the amounts shown in the Last Year and FOY cells should agree, except in unusual circumstances, with the This Year and end-of-year (EOY) information in the telco's prior year annual report filed with the Commission, modified as necessary based on prior year annual report analytical review correspondence. Unusual circumstances, such as a merger between two telcos effective at the beginning of the year for the current year annual report, may necessitate modification of current year FOY balances and use of a footnote indicator and explanation. Item number 11 states: "Where part or all of the report is prepared by other than utility personnel, a disclosure is required in the "Individual or firm, if other than utility employee, preparing this report" portion of the Identification and Ownership schedule, which describes the nature and extent of work performed."

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SCHEDULE NAME	Signature Page
PAGE NO. IN LEC ANNUAL REPORT	3
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Utility name is from the Identification and Ownership schedule.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	No manual or electronic "signature" is required. There is no validation check associated with the signature date in the program; the annual report preparer is required to manually check that the signature date is appropriate. On the signature page, the person responsible for accounts attests that the report is a correct statement of the business and affairs of the utility for the report year. One way to view the electronic information in the exported annual report (.mdb) file is to use Access 2000 (or successor version of Access) to view the contents of the various tables contained in the .mdb file. Other database packages or versions may also allow you to view the contents of the tables.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Table of Contents
PAGE NO. IN LEC ANNUAL REPORT	4
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONE
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	DISPLAY ONLY. The Table of Contents lists only those schedules that are applicable to the current utility.

LEC TELECOMMUNICATIONS ANNUAL REPORT
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SCHEDULE NAME	Annual Telecommunications Report Glossary of Terms
PAGE NO. IN LEC ANNUAL REPORT	5
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONE
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	DISPLAY ONLY. Note that Copy 1 of Page 5 (versus Copy 1 of Page 5, Copy 2 of Page 5 and Copy 3 of Page 5) may appear on all printed pages.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Abbreviations Used in Annual Reports
PAGE NO. IN LEC ANNUAL REPORT	6
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONE
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	DISPLAY ONLY

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Officers and Directors
PAGE NO. IN LEC ANNUAL REPORT	7
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Program import process brings in prior year's officers and directors data for review and editing, if necessary, by user.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. Use Insert icon to add records and Delete icon to delete records.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	"ENTER OFFICER OR DIRECTOR NAME HERE" may appear in the "Name" cell upon opening the schedule; if None is applicable, enter "NONE". Each time the schedule is opened, the records are sorted by the officer/director's name. Mandatory Items: Name; Title/Occupation; Business Address (1); and City/State/Zip. Hardcopy printout shows Copy 3 of Page 7.

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SCHEDULE NAME	Identification and Ownership
PAGE NO. IN LEC ANNUAL REPORT	7
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Utility name and address to cover page. Utility name also to signature page.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. To move between records in the Contacts, Owners and Companies screens, scroll up/down or page up/down. Click on insert icon to add more records in the Owners and Companies screens.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	UTILITY NAME: Program includes "Utility (or Parent/Holding Company) Web Site Address" item in this schedule. Year organized entered as 55, appears as 1955. However, some earlier years such as 38, appear as 2038. Use caution. Mandatory fields: utility name, street address or P.O. Box, P.O. Box Zip Code (if P.O. Box entered), city, state, zip, when utility organized. A notation is included on the screen reminding the user that an official name change must be filed separately with the Commission, including the Wisconsin Department of Financial Institutions information. Additional information on this subject is included in the General Rules for Reporting. Respective telephone numbers for potential business and residential customers to contact the telco are mandatory. CONTACTS: 1. Primary Utility Contact (located at utility address); 2. Officer in charge of correspondence concerning this report; 3. Individual or firm, if other than utility employee, preparing this report; 4. Person responsible for financial information contained in report; 5. Person responsible for statistical information contained in report; and 6. Contact person for regulatory inquiries and complaints. Mandatory: All screens except "Individual or firm, if other than utility

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

employee, preparing this report". First and last name, title, street address or P.O. Box, city, state, zip, phone number (keyed as 10 numbers, no hyphens). Please use care entering data. No spell check or edit available!

Item number 11 of the General Rules for Reporting schedule states: "Where part or all of the report is prepared by other than utility personnel, a disclosure is required in the "Individual or firm, if other than utility employee, preparing this report" portion of the Identification and Ownership schedule, which describes the nature and extent of work performed." The accountant's compilation letter, if available in electronic form, should be inserted in record 3 of this section in the schedule via a footnote indicator and explanation.

Respective contacts should report individual email addresses, rather than Web site addresses, for "Email Address" items.

OWNERS:

Mandatory: Name, street or P.O. Box, state, zip, percent interest held (please treat the city also as mandatory). If beneficial owner exists, click on yes to open up beneficial owner text box. There is NO word processing capability except word wrap. Enter spaces between name address city state zip.

A program edit check will verify whether a private telco has at least one entry in this section of the schedule. If there are no owners, enter "NONE" for owner name, address, and city, "WI" for state, "00000" for zip code, and "0" for percent interest held. Another program edit check verifies that the total of all owner entries (expressed as a percentage, i.e., 100%) cannot exceed 100.

Definition of "beneficial owner" per Wis. Stat. § 196.795(1)(c) is as follows:
"Beneficial owner" means, with respect to a security, any person who in any way has the unconditional power to vote or receive the economic gains or losses of the security. "Beneficial owner" does not mean, with respect to a security, any person, including but not limited to any of the following, holding the security for another person:
1. The trustee of a qualified employe plan.
2. The trustee of a stock purchase plan or a dividend reinvestment plan.
3. A pledgee.
4. A nominee.
5. A broker or an agent.
6. An underwriter for the first 40 days following acquisition of securities from an issuer if the securities are held in the underwriter's own account.

COMPANIES OWNED:

Mandatory: name, form of interest, extent of interest. If there are no companies owned, enter "NONE" for all fields.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Income Statement - Total Company
PAGE NO. IN LEC ANNUAL REPORT	8
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	This Year total company totals from supporting schedules (Revenues; Expenses; Other Income Accounts). (Wisconsin Bell (utility 6720) and Verizon North-WI (utility 2180) expense amounts are total company dollars; other LECs' expense amounts are net regulated dollars.) Net Income to Retained Earnings schedule.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Last Year totals from supporting schedules prior year tables.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONE
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Entirely nonenterable. All dollar amounts are reported to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.)

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Notes to Financial Statements (LECs except Cooperatives)
PAGE NO. IN LEC ANNUAL REPORT	9
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	Scroll bars, page up/page down, mouse click.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Through 2003 report year, title of schedule was "Notes to Income Statement or Balance Sheet". Deselect Enter Key Column Advance from View, Options for the enter key to become a carrier return. If none is applicable response, type in "none."

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Balance Sheet - Assets (Class B Use Accounts Designated by *)
PAGE NO. IN LEC ANNUAL REPORT	10
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	End of year balances in gray cells come from the supporting schedules or are nonenterable for Class A or Class B. The grand total should agree with the balance sheet - liabilities grand total.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	First of year balances are from the prior year balance sheet table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Due to December 20, 2002 05-US-113 order annual report requirements, the schedule contains a line item for former account 1402 (RTB Class B Stock). Report amount for RTB Class B Stock in former account 1402 on the line labeled "RTB Class B Stock (1402)*". Any remaining amount in account 1410, Other Noncurrent Assets, should be reported on the line for account 1410. (Effective January 1, 2003, former account 1402 was consolidated into account 1410.) Account 1220 is reflected as "Inventories" on this schedule. Although the Federal Communications Commission's (FCC) § 32.103 currently shows "Material and supplies" for account 1220, an FCC staff person has acknowledged to Commission staff that the correct title is "Inventories". Commission staff requested that this correction be considered by the FCC at a later date. In addition, a supplemental order for this item in docket 05-US-116 is not anticipated by this Commission until the FCC issues a subsequent order concerning this item. The Commission eliminated account 3420, Accumulated Amortization – Leasehold Improvements, effective January 1, 2005. Class A utilities should report account 2682 net of related accumulated amortization.

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OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)	Two data entry screens. Assets equal liabilities in program edit check. Lines added to screen and printout to facilitate summation in program; certain cells on screen in Balance - EOY column are available for data entry by Class A but not Class B and vice versa.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Balance Sheet - Liabilities (Class B Use Accounts Designated By *)
PAGE NO. IN LEC ANNUAL REPORT	11
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	End of year balance in gray cells from the supporting schedules and are nonenterable for Class A and Class B. The grand total of liabilities and other credits should agree with Balance Sheet - Assets grand total.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	First of year balances from the prior year table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Due to 05-US-113 order annual report requirements, the schedule contains line items for former accounts 4020, 4050, and 4060. Report respective amount for former account 4020, Notes Payable. Any remaining amount in new account 4000, Other Current Accounts and Notes Payable, should be reported on the line for new account 4000. (Effective January 1, 2003, former account 4020 was consolidated into new account 4000.) Report respective amounts for former accounts 4050, Current Maturities-Long-Term Debt, and 4060, Current Maturities-Capital Leases. Any remaining amount in account 4130, Other Current Liabilities, should be reported on the line for account 4130. (Effective January 1, 2003, former accounts 4050 and 4060 were consolidated into account 4130.) Per the Commission's order dated January 31, 2003, in docket 05-US-115, cooperatives should <u>not</u> report patronage capital and membership fees in account 4550, Retained Earnings, but rather should report such items in account 4540, Other Capital, in annual reports filed with the Commission. Assets equal liabilities in program edit check. Lines added to screen and printout to facilitate summation in program.

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SCHEDULE NAME	Important Changes During the Year (LECs except Cooperatives)
PAGE NO. IN LEC ANNUAL REPORT	13
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	Item 1, "Estimated increase or decrease in annual revenues due to important rate changes, giving bases of estimates. Provide details and dollar amounts for increases and decreases, respectively, by revenue category noted on Operating Revenues schedule," is eligible for provisional confidential treatment.
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	Left vertical scroll bar or page up/down for navigating between records. Tab/shift tab and arrow up/down for navigating within an item.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Enter View, Options and deselect the Enter Key Column Advance feature and the enter key becomes the carrier return. If none is applicable response, type in "none." The text box also features word wrap. The tab key does not work as a standard five space tab.

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SCHEDULE NAME	Affiliate Abbreviations
PAGE NO. IN LEC ANNUAL REPORT	14
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	To all schedules requiring affiliate names.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Names and abbreviations from prior year table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	To insert additional names and abbreviations, click on insert icon. If no affiliate abbreviations, enter “None” and “NONE” for Name of Affiliate and Abbreviations, respectively.

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SCHEDULE NAME	Affiliated Interest Transactions
PAGE NO. IN LEC ANNUAL REPORT	15
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Names of affiliates are from Affiliate Abbreviations schedule.
CONFIDENTIAL ITEMS	Total dollar activity for the year (000's), Percent of affiliate's business billed to all affiliated regulated utilities, and If cost based, rate of return on equity or markup incorporated in billings.
PRIOR YEAR DATA	Names of affiliates are from prior year table. In addition, selected data from the prior year's report schedule table will be used to populate this year's report schedule in order to allow user to edit the data as necessary.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONSTANDARD (gray background screen). Use Tab and Shift-Tab to move between cells; use up or down arrows (or Page Up or Page Down) to move between records. Click icon to insert additional records.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Total dollar activity for the year (000's) should be reported to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) If "none", do not enter data. Remember to change schedule status if no data entered. Do not key hyphens in the docket number. Various docket numbers - use footnote capability. Program edit check to ensure that "None" is not reported for the docket number where the Total Dollar Activity for the Year is greater than $25 (,000) (greater than $100 (,000) for Wisconsin Bell, Inc. and Verizon North - Wisconsin). "From" in "Designate whether billed to or from" pertains to billings from the affiliate to the telco; "To" pertains to billings from the telco to the affiliate.

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OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

Percent must be completed if From and M, O or P. (P stands for prevailing price. Enter direct percent (e.g., if 75.50% of affiliate's business is billed to all affiliated regulated utilities, enter 75.50).

Rate of return must be completed if From and C. If a markup percentage is applied to a piece of property purchased, sold, leased or exchanged or to a billed amount, please provide the equivalent rate of return on equity. If an equivalent rate of return is not available, please include a footnote letter/number and a footnote explanation indicating the particular affiliate(s) to which the footnote applies.

The program requires that the user must select at least one basis of transaction option for each record.

The following activity (not necessarily intended to limit the reporting of other items) should be reflected on page 15, Affiliated Interest Transactions:
1. Interest income/interest expense associated with notes receivables/notes payables and cash management agreements.
2. Sale of large assets, buildings, equipment, etc.
3. Payment of income taxes between affiliates.

The following activity should <u>not</u> be reported on page 15, Affiliated Interest Transactions:
1. Increases or decreases in investment levels between affiliates.
2. Dividend payments between affiliates.
3. Increases or decreases in the balances associated with notes receivables/notes payables and cash management agreements (other than resulting from interest income/interest expense).

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SCHEDULE NAME	Affiliated Assets and Liabilities
PAGE NO. IN LEC ANNUAL REPORT	16
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Affiliate names from Affiliate Abbreviations schedule.
CONFIDENTIAL ITEMS	Balance EOY amounts.
PRIOR YEAR DATA	All data from prior year table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. Click on insert icon to insert additional records.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) This schedule should be used to report affiliated amounts pertaining to former accounts 4010, Accounts Payable, and 4020, Notes Payable (per the 05-US-113/05-US-116 order annual report requirements) and to accounts 1120, Cash and Equivalents, 1170, Receivables, 1410, Other Noncurrent Assets, 4000, Current Accounts and Notes Payable, and 4200, Long Term Debt and Funded Debt (as authorized in 05-US-113/05-US-116). Amounts should be identified first for former accounts 4010 and 4020, with any remaining amount reported under account 4000 authorized in 05-US-113/05-US-116. Cooperatives are also required to complete this schedule. Must select the affiliate name and the account number from the dropdown tables. If "none", do not enter data. Remember to change schedule status if no data entered. Account Number and Balance EOY mandatory if Name of Affiliate shown. The program includes a program edit check concerning this schedule to remind the user to input positive dollar amounts for former accounts 4010 and 4020, and currently-authorized accounts 4000 and 4200 in this schedule if a credit balance exists at the end of the year. Sort order on the screen and schedule printout is Account Code, then Abbreviation.

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SCHEDULE NAME	Telecommunications Plant in Service Class A & B
PAGE NO. IN LEC ANNUAL REPORT	22
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Primary accounts with subaccounts are from the telecommunications plant in service subaccount schedule (total of subaccounts) for each column. Total Telecom. Plant in Service - Balance end of year goes to the balance sheet. Retirements for accounts without subaccounts go to the accumulated depreciation schedule for primary accounts.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Balance first of year comes from the prior year plant table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. If keying down, vertical scroll/mouse click to next column. Enter key may be adjusted to key across or down.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Report total company (rather than net regulated) amounts by account. Footnote the amortization rate for general purpose computer software and network software recorded in account 2690, Intangibles, per the Commission's December 20, 2002, order in 05-DT-105. Amounts associated with central office software should not be reported in account 2212; instead these amounts should be reported in account 2690. The Commission eliminated account 3420, Accumulated Amortization – Leasehold Improvements, effective January 1, 2005. Class A utilities should report account 2682 net of related accumulated amortization. Copy 2 is bottom of pages 22 and 23. Adjustments in column (g) must have a footnote indicator. Appropriate footnotes explaining the adjustments in column (g) should also be completed. A negative end-of-year balance for a plant account will prompt the user through a schedule edit check for a footnote indicator (and explanation) when the user attempts to save the schedule.

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SCHEDULE NAME	Telecommunications Plant in Service Class A & B (Sub-Class Accounts)
PAGE NO. IN LEC ANNUAL REPORT	24
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	The totals of subaccounts for each column for each primary account go to the plant schedule for primary account columns. Retirements go to the accumulated depreciation subaccount schedule.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Balance first of year is from the prior year table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. Enter key may be adjusted to key down or across. If keying down, use vertical scroll/mouse click to get to the next column.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Report total company (rather than net regulated) amounts. Amounts associated with central office software should not be reported in subaccounts 2212.1 or 2212.2; instead these amounts should be reported in account 2690, Intangibles, on the Telecommunications Plant in Service schedule. Class B telcos (in addition to Class A telcos) are required to provide nonmetallic and metallic amounts, respectively, for the various cable accounts (2421, 2422, 2423, 2424, and 2426) even though Class B telcos are not required to maintain these subaccounts in the Uniform System of Accounts adopted by this Commission. Scroll lock left screen. To begin keying, click on appropriate column in right-hand screen. If data is reported in column (g), a footnote indicator must be entered for each line of data. Appropriate footnotes explaining the adjustments in column (g) should also be completed. A negative end-of-year balance for a plant sub-account will prompt the user through a schedule edit check for a footnote indicator (and explanation) when the user attempts to save the schedule.

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SCHEDULE NAME	Accumulated Depreciation Class A & B
PAGE NO. IN LEC ANNUAL REPORT	26
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Retirements from Telecommunications Plant in Service schedule. Primary accounts with subaccount totals come from total of subaccounts on subaccount schedule. The total accumulated depreciation end of year goes to the balance sheet.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Balance first of year came from the prior year depreciation table or prior year depreciation subaccount table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONSTANDARD. Tab/shift tab, enter/shift enter only work within each account. Use vertical scroll bar, page up/down, arrow up/down or tool bar arrows to navigate between accounts. Use horizontal scroll bar to navigate from foy to eoy balances.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Report total company (rather than net regulated) amounts by account. Amounts associated with central office software should not be reported in account 2212; instead these amounts should be reported in account 2690, Intangibles, on the Telecommunications Plant in Service schedule. If data is reported in column (k), Other, footnote indicator is required. Appropriate footnotes explaining the adjustments in column (k) should also be completed. Only columns (e), (f), and (l) are populated for Less: Nonreg Accumulated Depreciation. The program includes a program edit check concerning the two accumulated depreciation schedules requiring a footnote indicator and explanation for those situations for a particular account or subaccount (other than land and amortizable assets) where the Balance EOY in the accumulated depreciation schedule exceeds the corresponding balance in the plant in service schedule. Where the situation is due to estimated negative net salvage (cost of removal exceeds salvage value), the footnote indicator and explanation can provide this reason. The program incorporates a program edit check concerning a requirement to input the non-zero depreciation rate for a primary plant account when subaccount information is shown on the Accumulated Depreciation Sub-Class Accounts schedule as the program does not automatically calculate this entry due to use of monthly averages in

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OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

calculation of depreciation accruals by some telcos.

Note guideline ranges of depreciation rates approved in docket 05-DT-105 effective January 1, 2003 (see following page for Attachment 1 from that order).

A message box reminds the user to enter depreciation rates as follows: a rate of 7.55 percent should be entered as “7.55” and not “.0755”.

A program edit check requires a value for depreciation rate where a value greater than zero is reported in the annual accrual amount column for a given account.

A program edit check also requires a footnote indicator (and explanation) where a negative amount is reported in either the annual accrual or additional accrual amount columns for a given account.

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SCHEDULE NAME	Accumulated Depreciation Class A & B (Sub-Class Accounts)
PAGE NO. IN LEC ANNUAL REPORT	28
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Retirements from the Telecommunications Plant in Service (Sub-Class Accounts) schedule. The total of subaccounts for each primary account for each column of an account goes to the primary account column on the accumulated depreciation schedule.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Balance first of year comes from the prior year subaccount depreciation table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	NONSTANDARD. Tab/shift tab, enter/shift enter, arrow up/down work within each account. The vertical scroll bar, page up/down or tool bar arrows work between accounts.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Report total company (rather than net regulated) amounts. Amounts associated with central office software should not be reported in subaccounts 2212.1 or 2212.2; instead these amounts should be reflected in account 2690, Intangibles, on the Telecommunications Plant in Service schedule. If the plant schedules are not completed first, there will be a no retirements warning. If adjustments are reported in column (k), a footnote indicator must be entered for each line of data or there will be a footnote warning. Appropriate footnotes explaining the adjustments in column (k) should also be completed. "Item doesn't pass validation" warning sometimes occurs when trying to save or close while the cursor is in a blank cell (need to move cursor). The program includes a program edit check concerning the two accumulated depreciation schedules requiring a footnote indicator and explanation for those situations for a particular account or subaccount (other than land and amortizable assets) where the Balance EOY in the accumulated depreciation schedule exceeds the corresponding balance in the plant in service schedule. Where the situation is due to estimated negative net salvage (cost of removal exceeds salvage value), the footnote indicator and explanation can provide this reason. Note guideline ranges of depreciation rates approved in docket

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SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

05-DT-105 effective January 1, 2003 (Attachment 1 from that order included in Accumulated Depreciation help).

A message box reminds the user to enter depreciation rates as follows: a rate of 7.55 percent should be entered as “7.55” and not “.0755”.

A program edit check requires a value for depreciation rate where a value greater than zero is reported in the annual accrual amount column for a given subaccount.

A program edit check also requires a footnote indicator (and explanation) where a negative amount is reported in either the annual accrual or additional accrual amount columns for a given subaccount.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Net Deferred Operating Income Taxes (LECs except Price Regulation, Alternative Regulation and Small Telcos ≤ Statewide R1 Rate and Cooperatives)
PAGE NO. IN LEC ANNUAL REPORT	30
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Totals of property related and nonproperty related for Accounts 4100, 4340, 4341 and 4361 to balance sheet. (Negative numbers for accounts 4100, 4340, 4341 and 4361 are converted to positive numbers, and vice versa, for presentation in balance sheet).
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Report total company (rather than net regulated) amounts by account (i.e., accounts 1350, 1410, 4100, 4340, 4341 and 4361) for property related. Report total company amounts by account (i.e., accounts 1350, 1410, 4100, 4340, 4341 and 4361) for nonproperty related. Only Balance EOY amounts are required. Only medium and small telcos > statewide R1 rate (Private – Earnings Reg category) are required to complete this schedule. The program requires the user to input data in the Less: Allocation to Nonregulated Activity cell in column (b).

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Retained Earnings (Acct. 4550)
PAGE NO. IN LEC ANNUAL REPORT	37
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Income transferred from Income Statement. Balance - end of year to balance sheet.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Last year amounts from prior year retained earnings table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Cooperatives must also use schedule format. Per the Commission's order dated January 31, 2003, in docket 05-US-115, cooperatives should <u>not</u> report patronage capital and membership fees in account 4550, Retained Earnings, but rather should report such items in account 4540, Other Capital, in annual reports filed with the Commission.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Revenues - Class A & B (Class B Use Accounts Designated By *)
PAGE NO. IN LEC ANNUAL REPORT	40
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Total Operating Revenues to Income Statement. Gross Operating Revenues to Calculation of Assessable Revenues for Remainder and Telephone Relay Assessment Purposes schedule. Total Basic Local Service Revenue (5000), Total Intrastate Access Revenues (5081-5083), and Total Long Distance Network Services Revenue to Calculation of Assessable Revenues for Universal Service Fund Assessment Purposes schedule.
CONFIDENTIAL ITEMS	Miscellaneous & Nonregulated Revenues items (excluding Total Miscellaneous & Nonregulated Revenues).
PRIOR YEAR DATA	Last year from prior year revenues table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Certain cells in This Year column are available for data entry by Class A but not Class B and vice versa. Account 5280 is only available to Wisconsin Bell (utility 6720), Verizon North-WI (utility 2180), and Verizon North-IL (utility 1340). The following thresholds for footnote indicators and explanations for variances from last year to this year apply: 1) If the number of FOY Total Bus & Res Lines on Copy 1 of Page 50 is less than 2,000, more than 20% and $5 (,000); 2) If the number of FOY Total Bus & Res Lines on Copy 1 of Page 50 is 2,000 or greater (but the utility ID does not equal 2180 or 6720), more than 20% and $10 (,000); or 3) If Verizon North-WI (utility ID 2180) or Wisconsin Bell (utility ID 6720), more than 20% and $100 (,000). The program will automatically determine (via a program edit check) the appropriate threshold based on the number of reported access lines and utility ID.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

A program edit check will divide the This Year amount for account 5082, **Intrastate** Switched Access Revenue, in the Revenues schedule by the sum of the billed intrastate minutes reported on the Access Usage schedule. If this result is greater than .1, the user will be asked to investigate the high composite rate per minute of use for intrastate switched access, and, if necessary, add a footnote to address this situation.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME Expenses - Class A & B

PAGE NO. IN LEC ANNUAL REPORT 41

TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS) Total This Year net regulated totals by category to income statement. (For Wisconsin Bell and Verizon North-WI, gross amounts to income statement although they also report nonregulated dollars.)

CONFIDENTIAL ITEMS NONE

PRIOR YEAR DATA Last Year amounts from prior year Expenses table.

NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS) STANDARD.

Navigation in this schedule is negatively affected when the Enter Key Column Advance option is checked; it is recommended that this option not be checked when working in this schedule.

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE

Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130).

Report total company and nonregulated amounts.

No differences between Class A & B.

Accounts 6561 through 6565 detail required; total of these accounts equals Account 6560 amount shown.

The following thresholds for footnote indicators and explanations for variances from last year to this year apply:

1) If the number of FOY Total Bus & Res Lines on Copy 1 of Page 50 is less than 2,000, more than 20% and $5 (,000);
2) If the number of FOY Total Bus & Res Lines on Copy 1 of Page 50 is 2,000 or greater (but the utility ID does not equal 2180 or 6720), more than 20% and $10 (,000); or
3) If Verizon North-WI (utility ID 2180) or Wisconsin Bell (utility ID 6720), more than 20% and $100 (,000).

The program will automatically determine (via a program edit check) the appropriate threshold based on the number of reported access lines and utility ID. This applies to both total company and nonregulated amounts.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Calculation of Assessable Revenues for Remainder and Telephone Relay Assessment Purposes
PAGE NO. IN LEC ANNUAL REPORT	43
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Gross Operating Revenues from Revenues schedule. Plus: Total Other Operating Income and (Expense) from Other Income Accounts schedule.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. Use Insert and Delete icons to add and delete records for Plus (or Less) Other.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Less: Nonregulated Operating Revenue and Plus: Nonregulated Net Write Off Amount can only be used by Wisconsin Bell, Inc. (utility 6720), Verizon North-WI (utility 2180), and Verizon North-IL (utility 1340). Commission staff's interpretation is that revenues from customers located outside the state of Wisconsin but served by central offices in this state (and not subject to the jurisdiction of another state commission) should be subject to these assessments and should not be reported as Less: Out-of-State Operating Revenues in the This Year column. If you do report an amount for Less: Out-of-State Operating Revenues in the This Year column, a footnote indicator (and explanation) is required. Plus (or Less) Other amounts should only be reported in unusual situations. Input text in column (a) if amount (other than zero) is entered in the This Year column. The program requires a footnote indicator (and explanation) if a non-zero amount is entered in the This Year column for this item. The program requires the user to enter "NONE" for Description and "0" for This Year if no entry is indicated in these cells. Prints with Calculation of Assessable Revenues for Universal Service Fund Assessment Purposes schedule.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

Amounts for Plus: Collection of amounts previously written off and Less: Uncollectibles written off during the year should be inputted into this schedule.

To assist you in providing assessable revenue information for remainder and telephone relay assessment purposes in the annual report, a document titled "Questions and Answers Concerning Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin" is available on the Commission's Web page at http://psc.wi.gov/utilityinfo/tele/newsInfo/assessmentFees.htm .

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Calculation of Assessable Revenues for Universal Service Fund Assessment Purposes
PAGE NO. IN LEC ANNUAL REPORT	43
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Total Basic Local Service Revenue, Plus: Total Intrastate Access Revenues, and Plus: Total Long Distance Network Services Revenue from Revenues schedule.
CONFIDENTIAL ITEMS	Plus: Intrastate Payphone Revenues and Plus (or Less) Other This Year amounts. In addition, the calculated Assessable Revenues for Universal Service Fund Assessment Purposes in the This Year column are also eligible for confidential treatment if the Plus: Intrastate Payphone Revenues and/or Plus (or Less) Other This Year amount is treated as confidential. NOTE: Staff requests that program users manually unlock all locks on this schedule if confidential treatment is not required (e.g., null or zero values). (In the program, a message box to this effect will appear when opening or saving this schedule.) This will reduce additional unnecessary procedures for Commission staff concerning confidential assessable revenue data.
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. Use Insert and Delete icons to add and delete records for Plus (or Less) Other.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) For the Less: Out-of-state Operating Revenues line, enter a positive (or negative) number; the program will automatically adjust the sign to negative (or positive) for summation purposes in this situation. Commission staff's interpretation is that revenues from calls originating and/or terminating outside the state of Wisconsin are not subject to this assessment and should be reported as Less: Out-of-State Operating Revenues in the This Year column. If you do report an amount for Less: Out-of-State Operating Revenues in the This Year column, a footnote indicator (and explanation) is required.

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SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

For line 6, Plus (or Less) Other, enter either a positive or negative number depending on whether a positive or negative number is desired. Plus (or Less) Other should only be used in unusual situations. Input text in column (a) if amount (other than zero) is entered in the This Year column. The program requires a footnote indicator (and explanation) if a non-zero amount is entered in the This Year column for this item. The program requires the user to enter "NONE" for Description and "0" for This Year if no entry is indicated in these cells.

Prints with Calculation of Assessable Revenues for Remainder and Telephone Relay Assessment Purposes schedule.

Intrastate payphone revenues (which were deregulated in 1997) are assessable for universal service fund assessment purposes (since they still constitute intrastate gross telecommunications service revenues) and should be included in the Calculation of Assessable Revenues for Universal Service Fund Assessment Purposes schedule on page 43. The line, titled "Plus: Intrastate Payphone Revenues", should be used to report such revenues.

In the program, a message box will appear when opening or saving this schedule reminding program users to manually unlock all locks on this schedule for cells containing null or zero values if confidential treatment is not required.

To assist you in providing assessable revenue information for universal service fund assessment purposes in the annual report, a document titled "Questions and Answers Concerning Assessments & Fees Applicable to Telecommunications Providers Levied by the Public Service Commission of Wisconsin" is available on the Commission's Web page at http://psc.wi.gov/utilityinfo/tele/newsInfo/assessmentFees.htm.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Other Income Accounts
PAGE NO. IN LEC ANNUAL REPORT	44
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	This Year total company totals for Accounts 7100, 7200, 7300, 7400, 7500, 7600 and 7990 to Income Statement. Total Other Operating Income and (Expense) (7100) to Calculation of Assessable Revenues for Remainder and Telephone Relay Assessment Purposes schedule.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	Last Year amounts from prior year Other Income Accounts table.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Report all dollar amounts to the nearest thousand dollars (in 000's). (Example: Report $130,000 as $130.) Report total company (rather than net regulated) amounts. No differences exist between Class A and Class B on this schedule. The Nonregulated Net Income (7990) This Year cell is enterable for telcos other than Wisconsin Bell (utility 6720), Verizon North–WI (utility 2180), and Verizon North-IL (utility 1340).

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Nonregulated Activities (LECs except Cooperatives)
PAGE NO. IN LEC ANNUAL REPORT	45
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	Confidential treatment is allowed for all items other than Customer Premises Equipment (CPE), Inside Wiring, and Payphones. However, each line should only contain one activity. NOTE: Customer Premises Equipment (CPE), Inside Wiring, and Payphones are not eligible for provisional confidential treatment.
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. Use Insert and Delete icons to add and delete records.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Schedule is prepopulated with the following three public items: Customer Premises Equipment (CPE); Inside Wiring; and Payphones. Edit as necessary by adding and deleting items. The list of Nonregulated Activities is resorted alphabetically every time the screen is opened. In the event that a program edit check verifies that there are no public entries in this schedule, the edit check message will state that Customer Premises Equipment (CPE), Inside Wiring, and Payphones must be filed on a public basis.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Telephone Calls and Minutes of Use Per Month
PAGE NO. IN LEC ANNUAL REPORT	47
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	If an LEC has three or less exchanges, Telephone Calls and Minutes of Use items for Extended Community Calling and Other Local-Undefined lines are eligible for provisional confidential treatment. However, both items within the Telephone Calls and Minutes of Use categories, respectively, must either be public or confidential, since Total Local is ineligible for provisional confidential treatment. Toll, Total Toll, and Total Local & Toll are also ineligible for provisional confidential treatment.
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Telephone calls per month and minutes of use per month should be reported in **000's**. If details are not available for Extended Community Calling, report as "Other Local - Undefined" in Local category. (Other Local-Undefined represents Intra-exchange, Extended Area Service, and any other local activity other than Extended Community Calling.) Report completed telephone calls (rather than attempts) per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998. Toll should include both intrastate and interstate and include only originating (not terminating). A program edit check will print out if the minutes of use divided by calls for Total Local are less than 1 or more than 10 minutes per call. Another edit check which will print out if the Total Local calls multiplied by 1,000 and divided by the average (of first-of-year and end-of-year) Total Bus & Res Lines on the Service Data schedule is less than 20 or more than 400

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE (continued)

calls per line per month. Both program edit checks also require a footnote indicator and associated explanation.

A program edit check will print out in those instances where total toll telephone calls or minutes of use per month are reported as zero.

As indicated in the headnote for this schedule, telcos should provide the level of detail available. If this information is not readily available for any reason, all efforts should be made to provide the estimated number of calls and minutes of use per month. Telcos should also discuss with their vendors or consultants concerning how to activate the switching feature related to accounting for number of calls and minutes of use.

Please use a footnote indicator and explanation regarding nonavailability, especially if the information is not available due to any particular circumstances. Such explanation should contain details why the switch(es) cannot account for this information, why the telco's staff is unable to estimate, and a discussion detailing the efforts made by the telco to discuss this matter with their vendors or consultants, in lieu of the "Information Not Available" explanation provided by several telcos in prior annual reports.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Access Usage
PAGE NO. IN LEC ANNUAL REPORT	48
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	If an LEC has three or less exchanges, all data.
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	**Billed minutes should be reported in 000's.** Feature group A and B data are combined for reporting purposes on this schedule. A program edit check will divide the This Year amount for account 5082, **Intrastate** Switched Access Revenue, in the Revenues schedule by the sum of the billed intrastate minutes reported on the Access Usage schedule. If this result is greater than .1, the user will be asked to investigate the high composite rate per minute of use for intrastate switched access, and, if necessary, add a footnote to address this situation. A program edit check also verifies that the sum of all interstate billed minutes is positive. A program edit check also verifies that the sum of all intrastate billed minutes is positive.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Outside Plant Statistics at End of Year
PAGE NO. IN LEC ANNUAL REPORT	49
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Sheath miles of plant - fiber optics from Central Office Data - End of Year schedule (total of miles of fiber sheath in wire center for all central offices shown in that schedule).
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Complete the Central Office Data - End of Year schedule first. Enter only whole number of miles. Prints with Special Access Circuits in Use at End of Year schedule. The program includes a program edit check concerning this schedule to require a footnote indicator and explanation for any null or zero values for Sheath miles of plant – fiber optics. Definitions to use in completing this schedule (per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998): Sheath miles - The length of cable, regardless of size. This is the number of miles of cable. Route miles - See the Annual Telecommunications Report Glossary of Terms for the definition of route miles.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Special Access Circuits in Use at End of Year
PAGE NO. IN LEC ANNUAL REPORT	49
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	The number of intraLATA and interLATA channel terminations, multiplied by the appropriate ratio of number of equivalent access lines to terminations for each circuit type and subsequently summed, should agree with the total company special access - intraLATA and interLATA lines reported at the end of the year in the Service Data schedule (see worksheet on page following this reference sheet for more details [per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998]).
CONFIDENTIAL ITEMS	If an LEC has three or less exchanges, all data.
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Telcos should report both interstate and intrastate information for interLATA and intraLATA channel terminations in this schedule; in addition, if a channel goes from one exchange to another, it should be considered two channels for purposes of this schedule. Prints with Outside Plant Statistics at End of Year schedule. The program includes a program edit check concerning this schedule to require a footnote indicator and explanation for any null or zero values for Voice grade, 56/64 kbps (DS0), 1.54 Mbps (DS-1), or 45 Mbps (DS-3).

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

Worksheet for Calculation of Equivalent Access Lines for IntraLATA and InterLATA Special Access for Comparison with Data Reported in the Service Data Schedule

Special Access Circuits - IntraLATA No. Of Channel Terminations Reported in Col. (c) of Special Access Circuits in Use at End of Year Schedule (a)	X Multiplier (as shown below) = (b)	Special Access - IntraLATA Equivalent Access Lines (c)
Line 1 - Voice grade	1	
Line 2 – 56/64 kbps (DS0)	1	
Line 3 - 1.54 Mbps (DS-1)	24	
Line 4 - 45 Mbps (DS-3)	672	
Line 5 – SONET OC-1	672	
Line 6 – SONET OC-3	2,016	
Line 7 – SONET OC-12	8,064	
Line 8 – SONET OC-48	32,256	
Line 9 – SONET OC-192	129,024	
Line 10 – SONET OC-768	516,096	
Total – Column c (shown at right)		
EOY Amount Reported in Col. c on Line 23 on Copy 1 of Page 50		
Difference (should be 0)		

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME Service Data

PAGE NO. IN LEC ANNUAL REPORT 50

TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)

End of year amounts (except for Lifeline Customers and Linkup Customers) from total of exchanges in Service Data - End of Year schedule. The number of total company equivalent access lines for Special access-intraLATA and interLATA (expressed in equivalent access lines) to be reported in this schedule should equal the number of intraLATA and interLATA channel terminations after application of the ratios shown below:

Circuit Type (Channel Termination)	Ratio of No. of Chan. Term. to No. of Equiv. Access Lines
Voice grade, 56 kbps, & 64 kbps (DS0)	1 to 1
1.54 Mbps (DS-1)	1 to 24
45 Mbps (DS-3) & SONET OC-1	1 to 672
SONET OC-3	1 to 2,016
SONET OC-12	1 to 8,064
SONET OC-48	1 to 32,256
SONET OC-192	1 to 129,024
SONET OC-768	1 to 516,096

(Also see worksheet in schedule reference sheet for Special Access Circuits in Use at End of Year [per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998].)

CONFIDENTIAL ITEMS

If an LEC has three or less exchanges, business, residential and miscellaneous access line detail items, except totals, company total lines used, EAS and ECC - trunks, Lifeline customers and Linkup customers data and Other (square miles and route miles).

PRIOR YEAR DATA

First of year amounts, where applicable, from prior year service data table.

NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)

Entire schedule (except Lifeline Customers and Linkup Customers) derived. Standard for Lifeline Customers and Linkup Customers cells; end of year cells open for these items.

Although this schedule normally requests first-of-year (FOY) and end-of-year (EOY) data, for Linkup Customers report total number of Linkup customers for prior year in FOY cell and total number of Linkup customers for current year in EOY cell.

For Lifeline Customers, report number of Lifeline customers at FOY and EOY, respectively, in FOY and EOY cells.

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SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE

One confidential padlock for both first of year and end of year data. If in the Service Data - End of Year schedule the reported Exchange Route Miles exclude drop wire mileage and have been appropriately footnoted (in accordance with the instructions in that schedule's reference sheet), the same footnote indicator should be used in the Service Data schedule to indicate that the Total Company Route Miles, which represent the sum of the individual exchange route mile amounts, also exclude the drop wire mileage (per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998).

In the Business category, "Pay Telephone" should be interpreted to mean any LEC-provided payphone.

"Company Total Lines Used" means lines primarily used for the LEC's business.

The program includes a program edit check concerning this schedule to require FOY Total Company amounts (greater than zero) or a footnote indicator and associated explanation if EOY Total Company amounts (greater than zero) are reported for Special Access - intraLATA; Square Miles; or Route Miles.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Service Data - End of Year
PAGE NO. IN LEC ANNUAL REPORT	52
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	End of year totals for all exchanges to Service Data schedule.
CONFIDENTIAL ITEMS	All data.
PRIOR YEAR DATA	NONE. However, data from the prior year's report will be used to populate this year's report and will allow the user to edit the data as necessary.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	Within a record - STANDARD. Between records: Page up/down or arrows on tool bar. Use Insert icon to add additional exchanges. A feature has been incorporated in this schedule whereby the PSCW Exchange ID remains locked at the top of the screen when working with a particular exchange.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Exchange number provided in dropdown table. Square miles must be greater than 0 and less than 10,000. Use the ratio of number of channel terminations to number of equivalent access lines shown on Service Data schedule reference sheet for inputting Special access - intraLATA and interLATA equivalent access lines data based on channel terminations by exchange. (Also see worksheet in schedule reference sheet for Special Access Circuits in Use at End of Year [per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998].) Use route miles definition in Help dropdown for Glossary of Terms. However, if the drop wire mileage is not available and cannot be easily and reliably estimated, it is permissible for the number of exchange route miles to exclude the drop wire mileage. In addition, a footnote indicator (and explanation) should be used to indicate that the reported number of exchange route miles excludes the drop wire mileage due to nonavailability of such information (per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998). The program includes a schedule edit check that requires a footnote indicator and explanation for null or zero values reported for exchange route miles. In the Business category, "Pay Telephone" should be interpreted to mean any LEC-provided payphone. "Company Total Lines Used" means lines primarily used for the LEC's business.

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SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Manufacturer Abbreviations
PAGE NO. IN LEC ANNUAL REPORT	54
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	To Central Office Data - End of Year schedule dropdown.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	To add additional manufacturers, click on insert icon. Printing this schedule also prints the equipment abbreviations on the same page. Use the designated manufacturer abbreviations shown in this schedule (e.g., use "NTI" instead of "NT" for a switch manufactured by Northern Telecom). This will facilitate analysis of the filed information.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Equipment Abbreviations
PAGE NO. IN LEC ANNUAL REPORT	54
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	To Central Office Data - End of Year schedule dropdown.
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Click on insert icon to add more abbreviations. Prints with Manufacturer Abbreviations schedule.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Central Office Data - End of Year
PAGE NO. IN LEC ANNUAL REPORT	55
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	Total of all central offices' miles of fiber sheath in wire center to Outside Plant Statistics at End of Year schedule (sheath miles of plant - fiber optics).
CONFIDENTIAL ITEMS	Access Lines-In Use, Trunks-In Use, ISDN Lines In Use (BRI), ISDN Lines In Use (PRI), Digital Subscriber Line (DSL) Lines In Use, DS-1-In Use, DS-3-In Use, OC-3-In Use, Fiber transmission facilities-No. of fiber strands entering C.O., Fiber transmission facilities-No. of fiber strands working (LIT) in C.O., Fiber transmission facilities-No. of fiber strands for interoffice use, and Fiber transmission facilities-Miles of fiber sheath in wire center.
PRIOR YEAR DATA	Exchange name/number, central office name/number, central office CLLI code, manufacturer, equipment type, remote info., release no., etc. from the prior year's report will be used to populate this year's report. The user will be able to edit the data as necessary.
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	The word "text" may initially appear for Record 1's Exchange and Central Office ID/Names at the top of the screen; if the user moves to the next record and comes back, the correct Exchange and Central Office ID/Names should appear. Be careful in using the Tab/Shift-Tab keys to navigate within this schedule, as unpredictable movement may occur. Vertical scroll up/down and STANDARD within an exchange (or record). The Exchange ID / Name and Central Office ID / Name will remain locked at the top of the screen when working with a particular central office and exchange. Page up/down and arrows on tool bar between exchanges (or records). Can use Insert icon to add new central office; however, this should not be done unless procedures for Central Office Lookup Table have been complied with.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

OTHER UNIQUE CHARACTERISTICS OF SCHEDULE

See definitions for this schedule (titled "Central Office Data – End of Year Definitions") to assist in completion. Additional definitions to use in completing this schedule (per December 15, 1997 letter from WSTA and followup discussion on January 15, 1998):
Sheath miles - The length of cable, regardless of size. This is the number of miles of cable.
Strand miles - Sheath miles times the number of single fibers and/or copper pairs.
Route miles - See the Annual Telecommunications Report Glossary of Terms for the definition of route miles.

The definition for "No. of Fiber Strands Working (LIT) in C.O." should include fibers that pass through the central office in the count for a particular central office. In addition, the definition for "No. of Fiber Strands for Interoffice Use" should also include strands associated with Extended Community Calling if those strands otherwise qualify as interoffice.

Access tandem name/number dropdown table provided. Warning text limitations. Miles must be whole numbers (no decimals).

The program incorporates a program edit check concerning this schedule to prevent selection of the standalone option where a central office serves more than one exchange/central office combination.

Central Office Switch Common Language Location Identifier (CLLI) code

> (CLLI codes normally consist of 11 characters. If this cell is blank (or contains a non-conforming code) for a particular central office, enter the appropriate CLLI code for that central office. If an 11 character CLLI code appears in this cell, please check the accuracy of the CLLI code and edit as necessary. Note that a CLLI code is mandatory unless the DLC (Digital Loop Carrier) operation indicator is selected for the "(S)tandalone, (H)ost, (R)emote, (D)igital Loop Carrier" item. If a DLC replaces a switch, please report the switch's CLLI code.)

DSL Service Available?

> ("Yes" or "No" is mandatory for each particular central office. Select Yes or No based on whether or not Digital Subscriber Line (DSL) capability is available for that central office.)

DSL Service Available-In Use (# lines)

> (If "Yes" is selected for "DSL Available" for a particular central office, the number of DSL lines in use at end of year is mandatory. IF DSL is available in a central office but there are no lines in use at end of year, enter "0".)

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

CENTRAL OFFICE DATA - END OF YEAR

DEFINITIONS

SS7 (Yes/No) - To qualify as a "yes" the office must have "A" links or "A" link concentration.

9-1-1 (Yes/No) - To qualify as a "yes" the customers of this exchange can reach emergency service by dialing 911. (Both standard and enhanced.)

Access Lines - In Use - Is the number of lines in use.

Trunks - In Use - Number of trunks in use.

ISDN Available (Yes/No) - To qualify as a "yes", ISDN must currently be offered in this switch.

ISDN Lines - In Use (Basic Rate Interface - BRI) - Answer only if "ISDN Available" is "yes". This is the number of BRI lines in use.

ISDN Lines - In Use (Primary Rate Interface - PRI) - Answer only if "ISDN Available" is "yes". This is the number of PRI lines in use.

DSL Service Available (Yes/No) - To qualify as a "yes", DSL must currently be offered in this switch.

DSL Service Available: In Use (# lines) - Answer only if "DSL Service Available" is "yes". This is the number of DSL lines in use.

End User Voice over Internet Protocol (VoIP) Available - To qualify as a yes, VoIP technology must currently be offered to end users in this switch. With VoIP technology, the originating end user's voice conversations are converted to packetized digital signals and transmitted over a data network using internet protocol.

Digital Service Available: DS-1 - In Use - The actual quantity of DS-1s that serve customers, exchange and interexchange, such as special access or tariffed DS-1 level service (not including ISDN-PRI).

Digital Service Available: DS-3 - In Use - The actual quantity of DS-3s that serve customers, exchange and interexchange, that are using DS-3 Level Service, including DS-3 circuits used for distance learning.

Digital Service Available: Optical Carrier (OC)-3 - In Use - The actual and equivalent quantity of OC-3s that serve customers, exchange and interexchange, that are using OC-3 Level Service. An OC-3 SONET channel is equivalent to three DS-3's. (Any Optical Carrier services provided at a higher rate of OC-12, OC-48, OC-192, or OC-768 should be reported at its equivalent OC-3 capacities (e.g., OC-12 = 4 OC-3s, OC-48 = 16 OC-3s, OC-192 = 64 OC-3s, and OC-768 = 256 OC-3s).)

Advanced Data Service Available: Packet Switching (Yes/No) - To qualify as a "yes", packet switching must currently be offered in this switch.

Advanced Data Service Available: Frame Relay (Yes/No) - To qualify as a "yes", advanced data service must be available for frame relay for that particular central office.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

Advanced Data Service Available: ATM (Asynchronous Transfer Mode) (Yes/No) - To qualify as a "yes", advanced data service must be available for ATM for that central office.

Fiber Transmission Facilities: No. of Fiber Strands Entering the C.O. - This is the total quantity of fiber strands that enter the building (Example: An 8 fiber cable looped through the CO will be 16 fibers entering the building.)

Fiber Transmission Facilities: No. of Fiber Strands Working (LIT) in C.O. - This is the number of strands that are connected to lightwave equipment both primary and redundancy/protect systems.

Fiber Transmission Facilities: No. of Fiber Strands for Interoffice Use - This is the number of strands at all of the wire center connection points, such as EAS, toll and/or any other special use connection points.

Fiber Transmission Facilities: Miles of Fiber Sheath in Wire Center - This quantity is the total sheath miles of fiber within the wire center.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	General, Schedule Level and Schedule Line Footnotes
PAGE NO. IN LEC ANNUAL REPORT	56
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	Click on footnotes icon. See accessibility of footnotes capability below. Accessibility of Footnotes Capability (Data Entry Unless Otherwise Indicated): In Schedule: Line Item Footnotes for a specific footnote letter/number in this schedule. Schedule Footnotes. General (Annual Report) Footnotes. Line Item Footnotes for this Annual Report (for other schedules) - View Only. Schedule Listing: Schedule Footnotes for highlighted schedule. General (Annual Report) Footnotes. Main Screen "Main - Report Selection": General (Annual Report) Footnotes. Use Enter key to create lines. Use page up/down to move between schedule line footnotes.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	The program's existing word processing capability must be used. The annual report program will not distinguish between lowercase and uppercase letters (e.g., "a" and "A" are the same). Therefore, only 0-9 and A-Z should be used. Lowercase letters should not be used. Avoid using single quotation marks (') and semicolons (;). These symbols may cause unpredictable results in the printed copies of the report. Please be concise when writing the footnotes.

LEC TELECOMMUNICATIONS ANNUAL REPORT
SCHEDULE REFERENCE SHEET

SCHEDULE NAME	Communities where Basic Local Service is offered to New Customers
PAGE NO. IN ANNUAL REPORT	58
TO AND/OR FROM SITUATIONS (INCLUDING SHOULD AGREE WITH ITEMS)	NONE
CONFIDENTIAL ITEMS	NONE
PRIOR YEAR DATA	NONE
NAVIGATION WITHIN SCHEDULE (INCLUDING ADDING OR DELETING RECORDS)	STANDARD. Use Insert icon to add records and Delete icon to delete records.
OTHER UNIQUE CHARACTERISTICS OF SCHEDULE	Schedule is prepopulated with data previously provided to the Commission by the reporting entity; edit as necessary to reflect status as of the end of the report year. Schedule edit check: All county name, municipality name, and municipality type combinations must be unique and valid. If the user creates a duplicate record (two lines with the same county name, municipality name, and municipality type), a database transaction warning message may appear. If you know the name of the municipality, but not the county, you can look up this information at http://www.doa.state.wi.us/docs_view2.asp?docid=436

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Schedule Listing

Topic Section No.: 57

DESCRIPTION:

Schedule Listing for Medium and Small Telcos > Statewide R1 Rate (Private – Earnings Reg category). Schedule Listing for Price Regulation, Alternative Regulation and Small Telcos ≤ Statewide R1 Rate (Private – Price Reg category). Schedule Listing for Cooperatives (Cooperative category). To print Schedule Listing, click on Internal print icon while schedule listing is on screen. Screen print. Use right mouse menu for changing schedule status or order of listing. Options are by Suggested Order, Schedule Name, Page Number or Schedule Status. Schedule status options are Not Started, In Progress, Completed or All. Some schedules are Display Only. Listing may be created that shows All Not Started, All In Progress, All Completed or All.

Schedules that are not applicable to a particular telco are not shown in the listing.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Central Office Lookup Table

Topic Section No.: 58 (also page 0)

DESCRIPTION:

A Central Office Lookup Table has been included in the program as page 0. The purpose of this table is to facilitate the update of the Commission's database for central office ID and name associated with a particular utility and exchange ID where a new central office switch is added that is not in the table. (NOTE: Where a new central office switch is replacing an existing switch in an exchange, the Central Office ID number assigned to the existing switch may be reused for the new switch.) Any changes to this table should be communicated by e-mail at the time they occur to Rita Chapman at the Commission (Rita.Chapman@psc.state.wi.us). Use Insert icon to add a new central office. Only use Eraser icon if central office is added in error. The lookup table included with the program reflects data filed in the annual reports with certain modifications.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Installing the Program

Topic Section No.: 59

DESCRIPTION:

Installation Instructions. Staff will not be communicating with users via Internet e-mail for initial release of the program (nor for maintenance releases, if any). Files will be available on the Commission's Web page (http://psc.wi.gov).

Move last year's export file (e.g., LEC_XXXX_YYYY.mdb, with XXXX representing the year and YYYY representing the respective telco's four-digit utility ID number) from the export directory to a safe location. It will be required for this year's annual report program.

The new annual report program should be downloaded from the Commission's Web page and installed on the user's machine. Program should be installed on a computer that meets the minimum system requirements for the program as detailed on the Commission's Web page. Last year's export file (referenced above) should be used to import prior year data into the annual report program. DO NOT USE A PREVIOUS YEAR'S ANNUAL REPORT PROGRAM TO PREPARE THIS YEAR'S ANNUAL REPORT!

In the event that you are unable to download the current program from the Commission's Web page, please contact Chris Larson at Chris.Larson@psc.state.wi.us or (608) 267-9508. However, it is expected that all users will be able to accomplish this activity, and that the Commission staff does not intend to provide the program on a CD or diskettes. Note that you may require administrative rights to install the program on your computer and export the completed report to the Commission.

If you wish, you may install the annual report program on a network. If you have not utilized this option for prior annual report programs, please contact the Telco Annual Report Helpdesk for further details.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

Using the Telecommunications Annual Report System. If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used may also minimize potential problems (e.g., lack of available computer memory) with the new package. When you are creating a new report, you must select public or confidential filing status. Please be accurate. You cannot go back to this screen to change the filing status at a later time after data has been entered.

Prior Year Data: The FOY and Last Year cells are automatically closed (program default). A Protect Prior Year Cells option is included in the program which allows the user to open or close FOY and Last Year cells for modification. To change this option, go to the menu bar and select View, Options, Schedule Options. If the box in front of Protect Prior Year Cells is checked, the FOY and Last Year cells are nonaccessible. If this option is unchecked, the cells are open and the user will have to be aware of unintended modification of those cells.

When clicking on the Sort List button on the Main - Report Selection screen to specify sort criteria for the annual reports, do not use the last three sort criteria (annl_rpt_stat_cd, cnf_file_stat_cd, or cnf_expr_dt), as the results will not be meaningful to the user.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Confidentiality

Topic Section No.: 60

DESCRIPTION:

The annual report program incorporates provisional confidentiality based on the Commission's Information Regarding Confidential Filings decision. (Note that the items eligible for provisional confidential treatment may vary from year to year.) If program provisional confidentiality capability is utilized, the user is not required to complete a PSC Confidentiality Request form, nor a notarized affidavit.

Provisional confidential treatment assumes compliance with the program e-mail filing requirements. The burden is on the utility to ensure confidential treatment by compliance with these rules. Failure to comply with these rules risks confidential treatment.

The expiration dates for annual report confidential filings are standardized at four years following the statutory (April 1) filing date. After the expiration of the four-year period the confidential electronic data become part of the "public copy" of the report unless you have requested CONFIDENTIALITY be extended. The confidential data will not be returned.

The data entry screens contain padlocks next to items that are eligible for confidential treatment. Click once on lock to "open" lock and remove confidential masking; click again to restore masking. Please note: having the padlocks closed where applicable is the utility's responsibility; if a padlock is open, that data will be filed public.

If you print a public copy of a schedule where the padlock is locked, that item will be masked and replaced with the word "---CONF---". If you print a confidential, or internal, copy of the schedule, the confidential symbol "‡" will appear next to the item. If the padlock is unlocked, the information will print with no modification in either print situation.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

Schedule and annual report footnotes are not eligible for confidential treatment.

If a utility desires additional provisional confidential treatment, do not click on the "Export Data & Send to PSC" button. Instead, see the manual (i.e., Electronic Regulatory Filing System) filing procedures for LEC annual reports posted on the Commission's web page.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Icons, Tool Bars, Dropdowns

Topic Section No.: 61

DESCRIPTION:

Explanation of icons, dropdowns tables, other unique tools or procedures.

Prior Year Data: The FOY and Last Year cells are automatically closed (program default). A Protect Prior Year Cells option is included in the program which allows the user to open or close FOY and Last Year cells for modification. To change this option, go to the menu bar and select View, Options, Schedule Options. If the box in front of Protect Prior Year Cells is checked, the FOY and Last Year cells are nonaccessible. If this option is unchecked, the cells are open and the user will have to be aware of unintended modification of those cells.

Program Defaults: Under the View, Options dropdown in the LEC program, the following defaults are in effect:

- Schedule Options
  - Enter Key Column Advance - not checked (enter functions as carrier return)
  - Prompt for Schedule Status on Schedule Close - checked
  - Protect Prior Year Cells - checked
  - Always sort suggested list by Suggested Order
- General Options
  - Confirm Application Exit - checked
  - Query-Only Mode - not checked

It is recommended that the general options not be changed from the program defaults. Schedule options may be modified to the user's preference; however, changes do not take effect until the user exits the annual report program.

Print Entire Report: The annual report program contains the capability to print the entire "Public" version of the annual report (confidential information is masked); and the capability to print the entire "Internal" version of the annual report (confidential information is displayed).

To print the entire "Public" or "Internal" version of

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

an annual report, perform the following steps:

1. Go to the Schedule Listing screen.
2. Click the "Print Entire Report" button.
3. Click "Yes" on the Confirmation window.
4. Click "Yes" for a public version or "No" for an internal version on the Report Copy window. (If you select "No", a Confirm Print window will appear, asking you if this is your intended action.)

The program may also require minimal user interaction during the printing process.

Query Reports feature was eliminated beginning with the 2003 program.

Although the following pages do not detail the availability of Sort and Goto functions under the View dropdown, these items are available in the program on the Main – Report Selection screen. It is recommended that the last three options (i.e., annl_rpt_stat_cd, cnf_file_stat_cd, and cnf_expr_dt) not be used, as the results will not be meaningful.

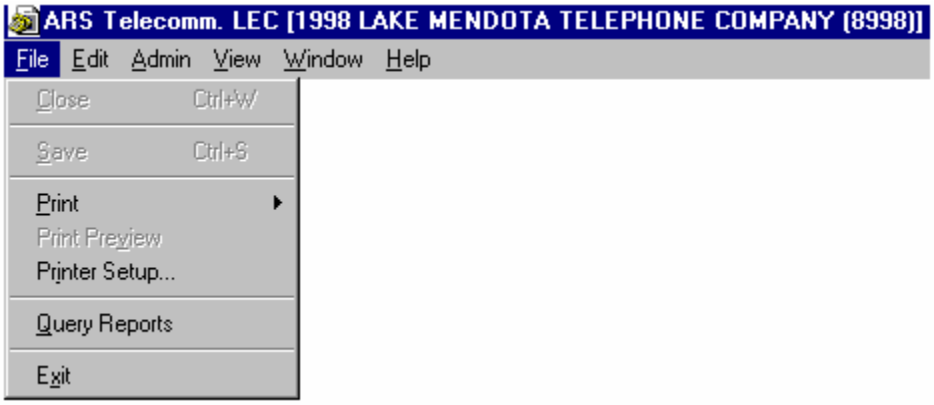
The ability does not exist to print the report on both sides of the paper via the program, as requested by some users.

One caution with regard to the above print features: Do not attempt to use these print features prior to entering data in the Service Data (page 50) and Service Data - End of Year (page 52) schedules. If you do, you risk experiencing an application error and/or database transaction warning, thereby causing you to immediately exit the program.

Drop-Down Menus

Drop-down menus can be used for many of the same functions that are available as toolbar icons. Some functions are only available from drop-down menus.

File Menu (This and following splash screens will reference the LEC Telecommunications Annual Report System.)



Close: Close the current window.

Save: Update the database with the current changes.

Print: Print the current screen or schedule. Clicking on this menu entry allows you to select:

Screen: Produce a full screen print.
Public Schedule: Prints a public copy of the current schedule. Confidential fields, if any, are masked so that the schedule can be distributed without concern for compromising confidentiality of data.
Internal Schedule: Prints an internal copy of the current schedule. Only available for schedules which contain confidential data.

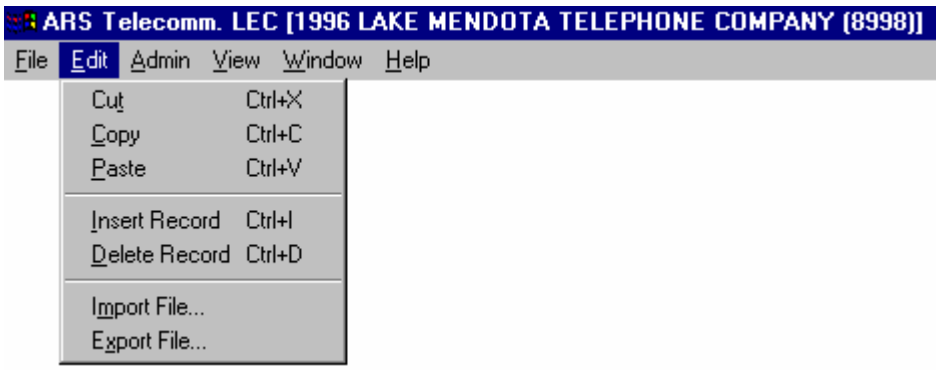
Print Preview: Allows a schedule to be viewed as it will appear for printing.

Printer Setup: Allows the user of the system to specify the characteristics of the printer.

Query Reports: (This feature is not enabled in the program, either in the drop-down menu or icon.) Allows the user of the system to specify a utility or group of utilities and then print one or more schedules for the specified utility or group of utilities.

Exit: Exit the application.

Edit Menu



Cut: Move the highlighted text or image to the clipboard.

Copy: Duplicates the highlighted text or image on the clipboard.

Paste: Places a copy of the current clipboard image wherever the cursor is.

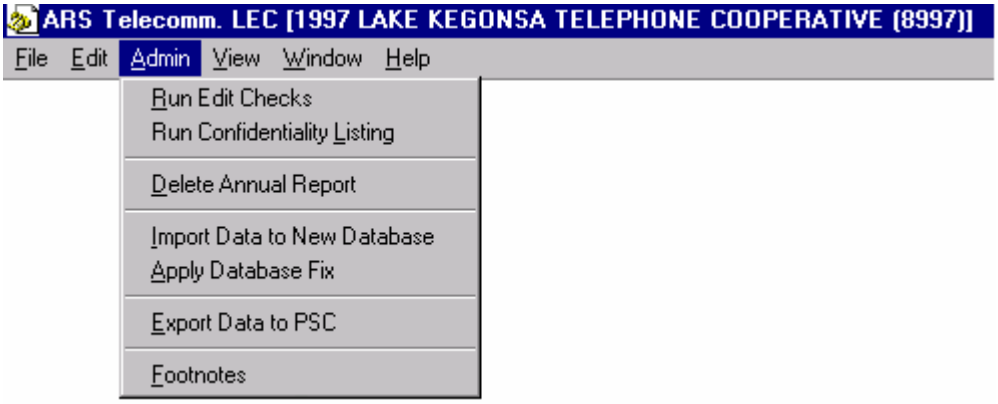
Insert Record: Insert a new record. This is only available on a select few schedules.

Delete Record: Delete the current (highlighted) record. This is only available on a select few schedules.

Import File: Specify a tab-separated file name which contains the values for this schedule.

Export File: Specify a file name and export the data from this schedule in tab-separated format.

Admin Menu



Run Edit Checks: Once data entry appears to be complete, this report is run to validate appropriate cross-checks of data. The printout of this item should not be filed with the PSC. A Listing of Edit Check Results file (LEC_XXXX_YYYY.edt with XXXX representing the year and YYYY being the utility identification number) is created during this procedure.

Run Confidentiality Listing: Once data entry is complete and the Annual Report appears to be ready for submittal to the PSC, this report is run to help determine if appropriate confidentiality indicators have been set. The printout of this item should not be filed with the PSC. The Confidential Listing Results file (LEC_XXXX_YYYY.clf) is created during this procedure.

Delete Annual Report: This function will delete an entire Annual Report from your system. Use this with caution, as it will delete all data which has been entered already for an Annual Report.

Import Data to New Database: This function will import all of the data from last year's database. You will be prompted to specify the location of the file to be imported.

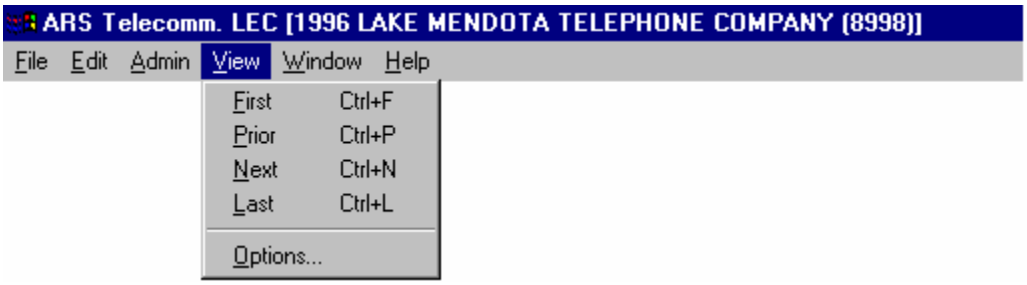
Apply Database Fix: If a maintenance version is released by the PSC and database changes are necessary, this function will alter the existing database as needed.

Export Data to PSC: This function will export an annual report for a specific utility and year, and copy the file to your hard drive. (Note: Although the export status printout should not be filed with the PSC, the export status file (LEC_XXXX_YYYY.txt) is created during this procedure.)

Footnotes: This function will allow the user to bring up windows which allow you to enter footnote information. The windows which come up are dependent upon where you start:

Annual Report Footnote: This allows one footnote entry which is applicable to the entire Annual Report, and is accessible from anywhere in the system.
Schedule Footnote: This allows one footnote entry which is applicable to an entire schedule. To access an entry pertaining to a specific schedule, you must either be in the data entry screen for that schedule or be on the Schedule Listing screen with the schedule name highlighted.
Line Item Footnotes for this Schedule: This window allows entry of footnotes which apply to a specific line(s) or record(s) in the Annual Report. To access these footnotes, you must be in a data entry screen, and you will only have access to enter or modify those footnotes which are referenced in that schedule.
Line Item Footnotes for this Annual Report: This window displays all line item footnotes for this Annual Report. No entry or modification of footnotes is allowed from this screen.

View Menu



First: In schedules which display multiple rows of data, this function will scroll to the first row.

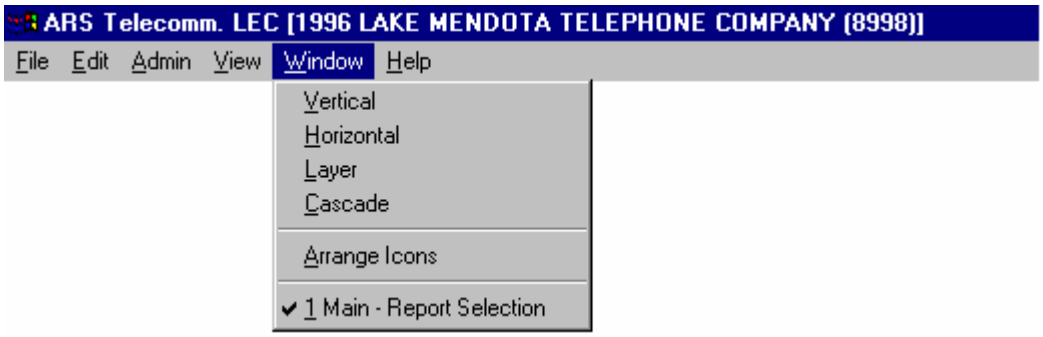
Prior: Scroll to prior row.

Next: Scroll to next row.

Last: Scroll to the last row.

Options: Opens the Options window. This window allows you to set options as to how your system operates. See below for more details.

Window Menu



Vertical: This function arranges all open windows in the system one above another on the screen.

Horizontal: This function arranges all open windows in the system side by side on the screen.

Layer: This function layers all open windows in the system so that only the active window is visible.

Cascade: This function layers all open windows in the system so that each window's title bar is visible, and only the active window is completely displayed.

Arrange Icons: This selection is not functional in this release of the system.

Window List: Following "Arrange Icons" is a list of open windows in the system, with a check mark beside the currently active window. You can switch to another open window by clicking on it.

Help Menu

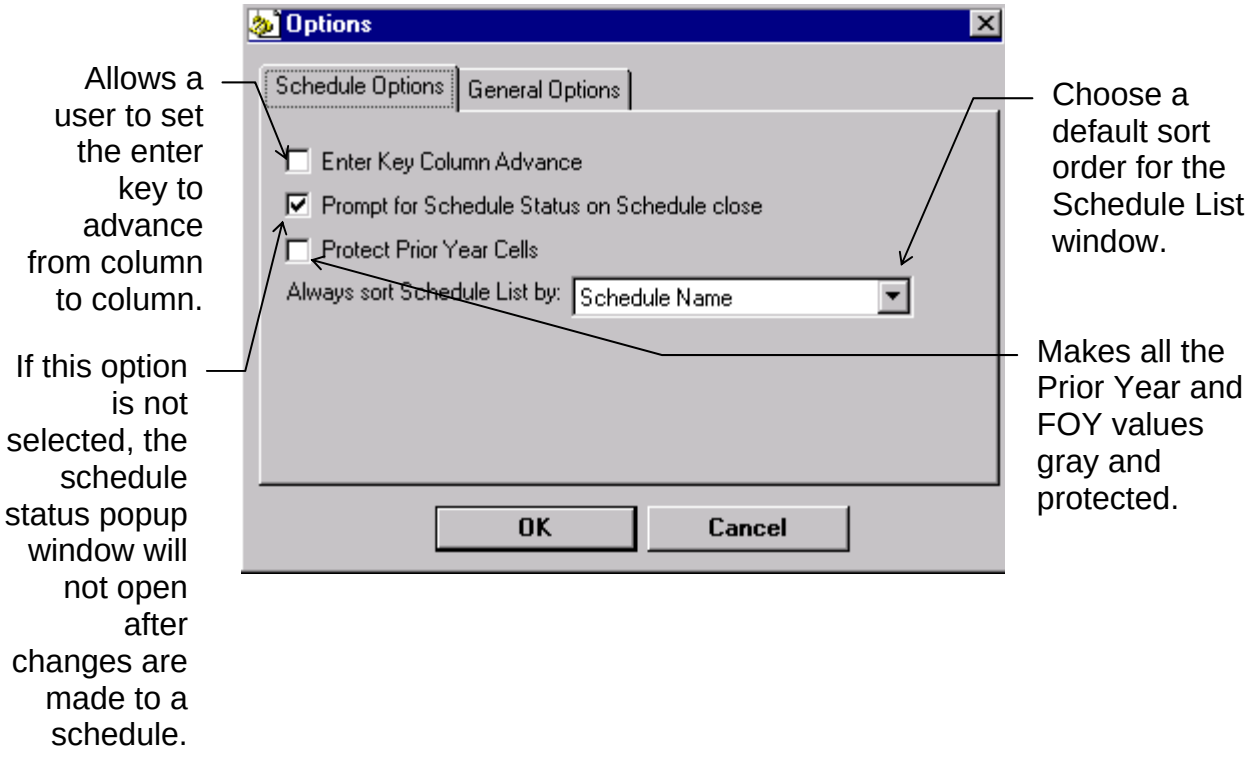
Schedule Help F1: Either this dropdown or F1 may be used to access help for a particular schedule when the schedule name is highlighted on the Schedule Listing window or when the schedule is open.

Help Topics List: This selection brings up a list of schedules and special topics. Double clicking on any of the schedule names or topic descriptions will bring up help concerning that schedule/topic which may be viewed on the screen or printed.

About: This selection brings up the "About" window which provides information concerning which release of the LEC Telecommunications Annual Report System you have installed. If you are calling the PSC Helpdesk to report a problem, you may be asked to bring up this window and provide this information to assist in troubleshooting.

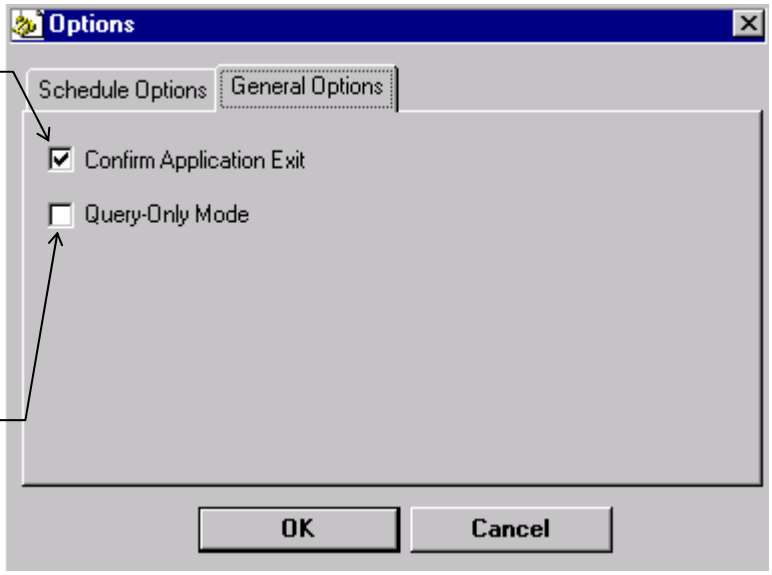
Options Window

Access this window from the menu by choosing View - Options:

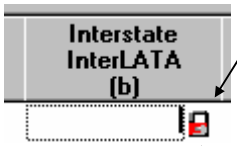


Uncheck this option if you do not want an application exit confirmation message.

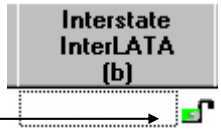
Check this option if you want the database to be read-only.



Setting Confidentiality for a field



Field is marked as 'Confidential'. Public copies of the Schedule will show '---CONF---' in all fields marked this way. Internal copies will display "‡" in front of the actual values.



Field is marked as 'Public'. Public copies of this Schedule will display the actual field value.

Single click on a padlock changes the confidentiality setting.

Toolbar Icons

Printing Icons

Print Screen: this will produce a full screen print.

Print Preview: available for schedules only. Allows a schedule to be viewed as it will appear after printing.

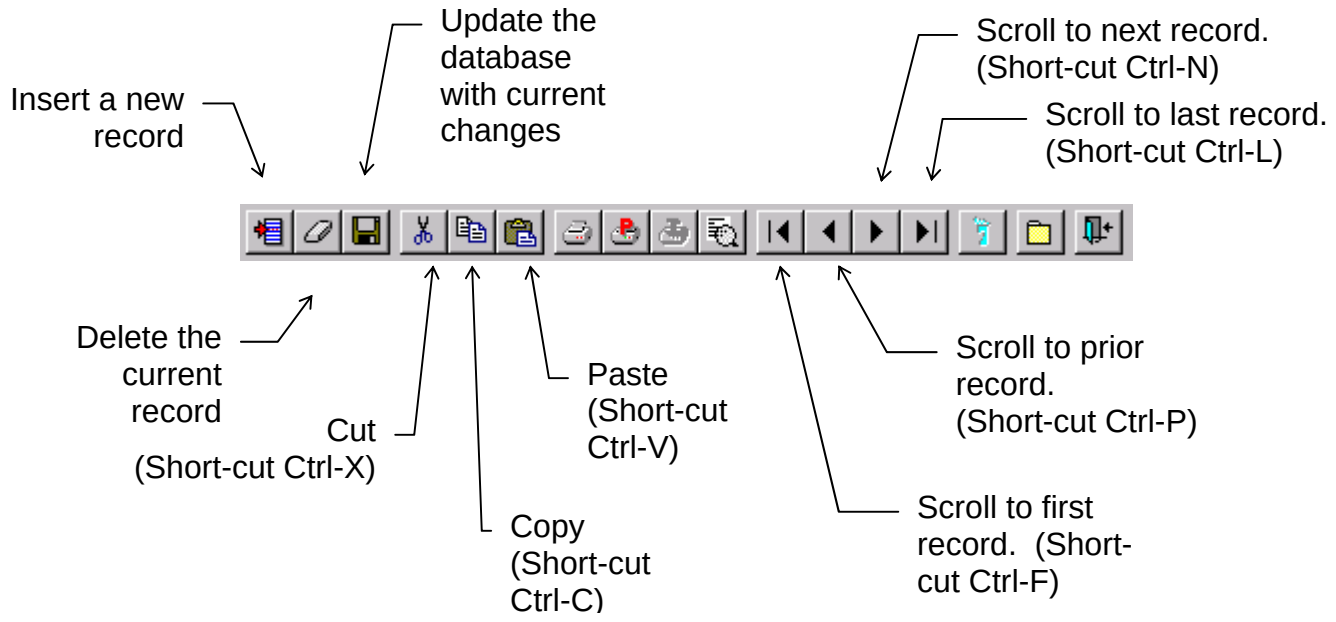
Query Reports: allows the user of the system to specify a utility or group of utilities and then print one or more schedules for a utility or group of utilities.

Public Schedule: prints a public copy of the current schedule. Available for all schedules.

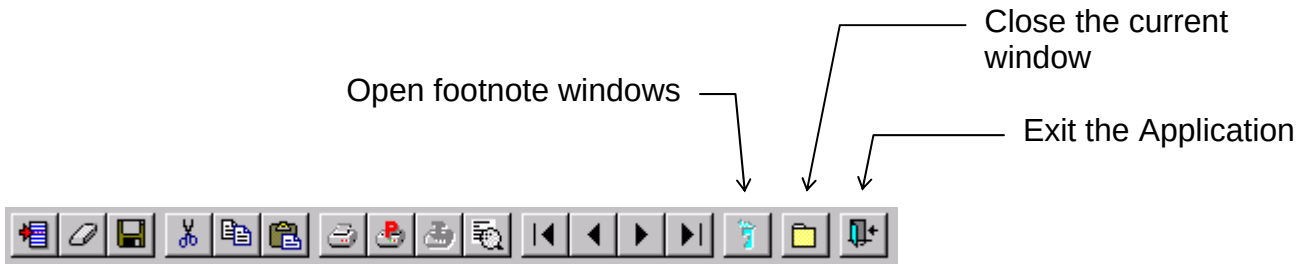
Internal Schedule: prints an internal copy of the current schedule. All confidential fields, if any, are displayed, accompanied by a confidential indicator as appropriate. Available only for schedules which contain confidential data.

From the Main Report Selection screen or the Schedule Listing screen, prints reference reports.

Data Manipulation & Record Movement Icons

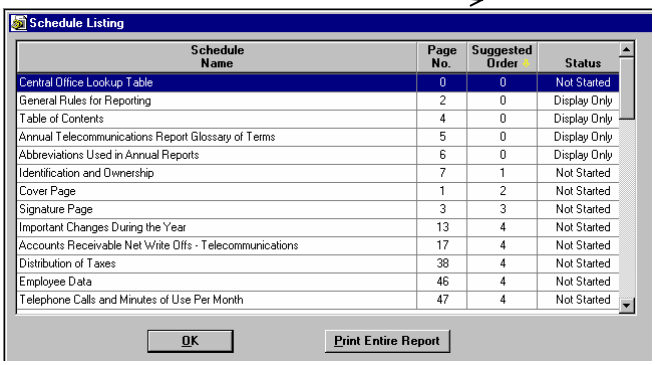


Other Icons



Schedule List Window

Yellow arrow by the column heading indicates the current sort-by column. This option may be changed by selecting Options from the View drop-down menu.



Non-enterable schedules are set to a status of "Display Only". The status of these schedules cannot be changed, but they may be printed.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: General

Topic Section No.: 62

DESCRIPTION:

Formats: Wisconsin Bell/Verizon; Class A/B; Medium and small telcos > statewide basic single-party residential flat (R1) rate (Private – Earnings Reg category); Price regulation, alternative regulation and small telcos ≤ statewide R1 rate (Private – Price Reg category); Cooperatives.

No line numbers on screens.

Line numbers by entered data only on paper copy.

Ignore any rounding errors produced by edits.

Copy 1, Copy 2 numbering convention.

Please note the following:

1) **All DOLLAR amounts should be reported to the nearest thousand dollars (in 000's). (Example: $130,000 should be reported as $130.)** Other amounts should be reported in whole numbers (unless otherwise indicated); limited decimals.
2) Filing via e-mail using the program's capabilities is required unless additional provisional confidential treatment is desired. If filing via e-mail, no hardcopy printouts, CDs, Confidentiality Request forms, or notarized affidavits should be filed with the Commission. If additional confidential treatment is desired, please see the manual (i.e., Electronic Regulatory Filing System) filing procedures for LEC annual reports posted on the Commission's web page. In this situation, DO NOT CLICK ON THE "EXPORT DATA & SEND TO PSC" BUTTON!!
3) For the Central Office Data – End of Year (page 55) schedule, please note the following:
    a. The word "text" may initially appear for Record 1's Exchange and Central Office ID/Names at the top of the screen; if the user moves to the next record and comes back, the correct Exchange and Central Office ID/Names should appear.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

   b. Be careful in using the Tab/Shift-Tab keys to navigate within this schedule, as unpredictable movement may occur.
4) On page 7, Identification and Ownership, ownership information should be reported as percent ownership interest rather than number of shares (as required prior to 2004).
5) At some future date a more current version of Access may be used due to support being unavailable from Microsoft.
6) Also note that other program fixes, if any, will be made available on the Commission's Web page.
7) In the Telecommunications Plant in Service schedule (page 22), footnote the amortization rate for general purpose computer software and network software recorded in account 2690, Intangibles, per the Commission's December 20, 2002, order in 05-DT-105.

Confidentiality capability in the program conforms to the Commission's Information Regarding Confidential Filings decision. The program includes locks for these items. These may vary from year to year.

Footnotes, usually three per record, but some differences depending upon type of schedule (use A through Z and 0 through 9).

Footnote warnings where footnotes are required.

Paper prints with solid lines every other space.

Navigation on screens differs depending on background (white, gray).

Prior Year Data: The FOY and Last Year cells are automatically closed (program default). A Protect Prior Year Cells option is included in the program which allows the user to open or close FOY and Last Year cells for modification. To change this option, go to the menu bar and select View, Options, Schedule Options. If the box in front of Protect Prior Year Cells is checked, the FOY and Last Year cells are nonaccessible. If this option is unchecked, the cells are open and the user will have to be aware of unintended modification of those cells.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

SAVE OFTEN. The key file is the Tele_ARS.MDB file; there should only be one Tele_ARS.MDB file for each computer or network. Keep in mind that the frequency with which you perform the backup activity is dependent on how much work you can afford to lose.

Entry of dates is very flexible, however, the program assumes 20xx for year between 00 and 49 and 19xx for 50 through 99. Please enter dates accordingly.

Phone numbers may be entered as 10 digits, no hyphens.

Phone numbers for business and residential customers to contact the telco are required in the Identification and Ownership schedule.

Negatives should be entered with the minus sign "-". The program will convert the minus to ( ).

Word processing limitations (separate word processing shells are not available).

If you select a record and get into a warning loop, use the mouse to delete the record.

Gray fields, totals, and gray screens are nonenterable.

Cooperatives are required to complete the affiliated schedules (pages 14-16).

The program includes a feature allowing users to determine the source schedule for a grayed-out cell by right clicking on it.

Printing: Public copies vs. Internal copies.

Importing Current Year Data: While some import/export capability has always existed in the program, if improperly used it may cause significant problems for the user. The annual report preparer is responsible for providing primary technical support for the import/export capability.

Print preview: all schedule pages can be viewed in print preview by scrolling through the pages.

If the user selects file public or confidential in error,

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

DESCRIPTION: (continued)

the user can delete the annual report (under Admin dropdown) and re-add a new annual report.

Message in lower left corner of screen informs you as to what the program is doing.

If the hourglass symbol has been on your screen and won't disappear, hit control-alt-delete. When you do this, however, you will lose anything you have not saved.

View, Options, Schedule Options dropdown to change enter key direction and have enter key function as carrier return in text fields (Enter Key Column Advance not checked).

Shut down all other software packages to facilitate proper functioning of the annual report program.

Wait for data retrieve to complete before clicking on another icon.

If printing schedule, wait for it to finish printing before closing the schedule.

Future Enhancements: Fixes, added features, schedule revisions, Utility/Preparer suggestions.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Export Process

Topic Section No.: 63

DESCRIPTION:

Exporting data for submittal to the PSC. Select the annual report to export from the Main-Report Selection window.

(If you require administrative rights to install the program on your computer, you will also require administrative rights to export the annual report.)

Two options exist for the export process (under the Admin dropdown):

1. Export Data to Hard Drive; and
2. Export Data and Send to PSC.

Option one may be useful for users (including accounting firms) who need to share data with other individuals. Only the second option sends the exported annual report and associated files to the Commission. (**DO NOT click on the "Export Data and Send to PSC" button if you desire additional provisional confidential treatment of annual report information!** Instead see the manual (i.e., Electronic Regulatory Filing System) filing procedure for LEC annual reports posted on the Commission's Web page. If you encounter problems in preparing the e-mail to the Commission, see the "Prepare E-Mail Instructions" printout on the following pages.)

At the end of the export process for the LEC report, the user is notified that the export file has been saved to the program's export directory with the name format "LEC_year_util.mdb" (e.g., LEC_2001_6720.mdb). This file, containing potentially confidential data, should be retained and imported into the following year's annual report program to populate the first of year (FOY) and prior year data cells.

An export status file is also created (e.g., LEC_2001_6720.txt) and is saved to the program's export directory. The export status report file may be viewed in a word processing package such as WordPad. Do not file a printout of the export status file with the Commission.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name:	Hardcopy Telecommunications Annual Report
Topic Section No.:	64
DESCRIPTION:	A hardcopy of the annual report (or CD) should **NOT** be filed with the Commission. Filing via e-mail is required unless additional provisional confidential treatment is desired.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Help

Topic Section No.: 65

DESCRIPTION:

Help for schedules and topics are included in the program and posted on the Commission's Web page. Click on the Help, Help Topics dropdown to access the information. Schedule help may also be obtained by clicking on the Help, Schedule Help F1 dropdown or by pressing the F1 key if a particular schedule is highlighted on the Schedule Listing screen.

Help, About dropdown identifies applicable program version number and release date.

General help: Generally line numbers are only shown on the printed copy where data is directly inputted. Where more than one schedule prints per page, line numbers begin at 1 for each schedule.

Cells that are shaded on the screen are nonenterable fields. The user can right click on a cell to reveal the source schedule for that particular cell.

Helpdesk process: Commission staff has established a Telco Annual Report Helpdesk. The primary Helpdesk contact person and phone number is: Chris Larson, (608) 267-9508 (E-mail address: Chris.Larson@psc.state.wi.us). If you call the Helpdesk for assistance, please be prepared to provide the following information: type of annual report (i.e., LEC); name and employer; phone number; utility name and ID number; and nature of problem (installation, navigating within the program, etc.). If the program locks up, please reboot your computer, shut down all other software programs, and restart the annual report program prior to calling the Helpdesk. Shutting down other software programs while the annual report software program is being used may also minimize potential problems (e.g., lack of available computer memory) with the new package.

If you require administrative rights to install the program on your computer, you will also require administrative rights to export the annual report.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Listing of Schedules with Confidential Locks

Topic Section No.: 66

DESCRIPTION:

Located under Admin on the menu bar. Includes a list of schedules with data eligible for confidential treatment. Also includes page numbers and a count of the open and closed locks. It is the utility's responsibility to ensure that locks are closed if they wish that data to be provisionally treated as confidential.

When "Run Confidentiality Listing" is clicked, a LEC_year_util.clf file is automatically saved to the program's export directory. This file may be viewed using a word processing package such as WordPad. The Listing of Schedules with Confidential Locks printout should not be filed with the Commission.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Listing of Edit Check Results

Topic Section No.: 67

DESCRIPTION:

Run edit check at completion of data entry. Located under Admin on the menu bar. Each edit problem is numbered, lists pertinent schedules, rows and columns, and lists nature of problem such as "does not equal". See Program Edit Check Master Listing on following pages. Utility should review edits and correct or footnote all problems listed.

When "Run Edit Checks" is clicked, a LEC_year_util.edt file is saved to the program's export directory. This file may be viewed using a word processing package. The Listing of Edit Check Results printout should not be filed with the Commission.

One caution with regard to running the program edit checks: Do not attempt to run the edit checks prior to entering data in the schedules. If you do, you may experience an error message in the Listing of Edit Check Results, although the edit checks will continue to run if you click on Continue.

After completing each schedule but prior to exporting your annual report data to the Commission, please change the schedule status on the Schedule Listing screen for all schedules (other than "Display Only") to "Complete". One way to change the status for a particular schedule is to highlight the schedule on the Schedule Listing screen, hold down the right mouse button, and release it on Set Schedule Status. With this procedure, Commission staff will know that if a schedule is left blank, the telco intended that it be reported in that manner. In addition, a program edit check will list all schedules that have an "In Progress" or "Not Started" status and instruct the user to change the status to "Complete."

If you have unresolved or inapplicable edit checks, please appropriately document the reason(s) for the particular situation. This can be accomplished by opening up the LEC_year_util.edt file in a word processing package. Type "Company comment:" immediately prior to the user's statement as to why the edit check is unresolved or inapplicable.

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Backup Procedures

Topic Section No.: 68

DESCRIPTION:

The Public Service Commission of Wisconsin staff encourages users to back up the data contained in the LEC Telecommunications Annual Report System. Data backups and data recovery are the sole responsibility of the user. **The Public Service Commission of Wisconsin and its staff are not responsible for lost data.**

It is recommended that users create backup copies of their data to protect against loss of data and time. To determine the appropriate backup intervals, users should consider how much data they are willing to lose and thus have to reenter.

The Public Service Commission of Wisconsin staff recommend that users:

- obtain software specifically designed to back up data
- create backups at regular intervals **(BACK UP EARLY AND OFTEN!)**
- store backups in a different location than the original (If the original data is on the user's hard drive, do not store the backup copies on the same hard drive.)
- test the backups to ensure both completeness and accuracy.

Note: The backup software selected must support compression if floppy diskettes will be used as the medium for backup copies.

The following files contain the annual report data in the LEC Telecommunications Annual Report System and should be backed up. These files are in Microsoft Access format. (There should only be one Tele_ARS.MDB for each computer or network; there may be more than one Tele_UNF.MDB file if multiple annual report programs are installed.)

File Name
Tele_ARS.MDB
Tele_UNF.MDB

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Filing the Annual Report with the PSC

Topic Section No.: 69

DESCRIPTION:

Filing on or before April 1 via e-mail using the program's capabilities is required unless you desire additional provisional confidential treatment. (If you desire the latter, see the manual (i.e., Electronic Regulatory Filing System) filing procedures for LEC annual reports posted on the Commission's Web page.)

(If you encounter problems in preparing the e-mail to the Commission, see the "Prepare E-Mail Instructions" printout in the Help for topic 63, Export Process.) **DO NOT FILE A HARDCOPY VERSION OF THE REPORT (OR ANY RELATED DOCUMENT, PRINTOUT, OR CD) WITH THE COMMISSION!!**

Signature page does not require a manual or electronic signature. User should verify that the exported annual report file is accurate prior to filing; annual report preparers should ensure that no "Save" was performed subsequent to the export procedure.

The accountant's compilation letter, if available in electronic form, should be inserted in record 3 of the Contacts section in the Identification and Ownership schedule via a footnote indicator and explanation.

Confidentiality Request forms, notarized affidavits, and a CD are not required if utilizing the program's e-mail filing capabilities. The program's e-mail capabilities will encrypt and zip the following four files and send them to the Commission: exported annual report file (.mdb); listing of edit check results file (.edt); listing of schedules with confidential locks file (.clf); and the export status file (.txt). (The last three files may be viewed by using a word processing package, such as Wordpad.)

LEC TELECOMMUNICATIONS ANNUAL REPORT
TOPIC REFERENCE SHEET

Topic Name: Correspondence Concerning the Annual Report

Topic Section No.: 70

DESCRIPTION: Items to note concerning release of the program contained on the Commission's Web page (http://psc.wi.gov).

Note that staff does not intend to issue e-mails to announce initial release or maintenance releases, if any, concerning the program. Users are encouraged to periodically check the Commission's Web page to utilize the appropriate year's program and release and ensure that the annual report is filed with the Commission by April 1 of each year.